

Urgent
Time Bound

F.No. A. 40017/1/2019-Admn.I
The National Institute of Health and Family Welfare
(Administration-1 Section)

Dated 13/02/2020

Office Order

Sub: Website Updation for Transparency Audit by Central Information Commission (CIC)

1. In pursuance to the meeting held on the 11th February, 2020 to update the website of the NIHFW. I am directed to convey to all the HODs/ Sectional Heads/ Units In-Charge to provide the information as per the 18 points of Section 4 of the RTI Act, 2005, under Suo-Moto disclosure (**Copy enclosed**), to provide information as may be available with them to complete the task in a time bound manner latest by 24th February,2020.
2. All the information should be duly vetted and approved by the respective HODs and should be provided in both Soft/ Hardcopy. It was decided by the concerned Committee in the meeting held on 11th February, 2020 that all the information should reach Sh. Nirbhay Mishra, Consultant (RTI), a nodal point, at his email address nirbhaymishra@nihfw.org **within 10 working days** after issuance of this order. Sh. Vinay Kumar, Assistant & In-charge (RTI Cell) shall be responsible to coordinate, follow up and to collect the information from all HODs/ Sectional Heads/ Units In-charge etc.
3. Dr. J.P. Shivdasani, has been assigned the responsibility to update the Website of the NIHFW in terms of Suo-Moto disclosures of RTI Section 4 , in a time bound manner.
4. This may be treated as Most-Urgent.

This issues with the approval of the Director,NIHFW.




(Anil Kumar)
Deputy Director (Admn.)

Copy to:

1. All the HODs/ Sectional Heads/ Units In-Charge
2. Dr. J.P. Shivdasani, RO & In-charge Computer Centre/ Website.
3. Sh. Vinay Kumar, In-charge RTI Cell
4. PA to Director / Dean / D.D. (A.), NIHFW.

Copy also to: In/charge Computer Centre to file upload in NIHFW website



Annexure -1
A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

1. **Organisation and Function**

S. No.	Item	Details of disclosure	Remarks & Reference	Information Provider Department
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	Name and address of the Organization Head of the organization Vision, Mission and Key objectives Function and duties Organization Chart Any other details-the genesis, MoU, By Laws, inception, formation of the department and the HODs from time to time as well as the committees& Commissions constituted from time to time have been dealt		In-charge Academics
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	Powers and duties of officers (administrative, financial and judicial) Power and duties of other employees, Rules& orders under which powers and duty are derived and Exercised Work allocation (As on 01.03.2020)		Gr A & B- SO I & Gr C- SO II Administration Department
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	Process of decision making Identify key decision making points Final decision making authority Related provisions, acts, rules etc. Time limit for taking a decisions, if any Channel of supervision and accountability		Administration for Administrative Field Dean & In-charge academics for academic activities Concern Nodal officers for Projects HODs DD (A) DD (A) HODs

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	Nature of functions & services offered		RBM Clinic
		Norms & standards for functions & service delivery		Dean
		Process by which these services can be accessed		I & c Academics
		Time-limit for achieving the targets		N&A
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	Process of redress of grievances		DD (A)
		Title and nature of the record & manual & instruction.		Dean & In-charge academics
		List of Rules, regulations, instructions manuals and records.		Dean & In-charge academics
		Acts & Rules manuals etc.		Dean & In-charge academics
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	Transfer policy and transfer orders		DD (A)
		(i) Categories of documents		Library & NDC
		(ii) Custodian of documents & categories		HODs & NDC
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	Name of Boards, Council, Committee etc.		I & c Academics
		Composition		I & c Academics
		Dates from which constituted		I & c Academics
		Term & Tenure		DD (A)
		Powers and functions		
		Whether their meetings are open to the public?		
		Whether the minutes of the meetings are open to the public?		
		Place where the minutes if open to the public are available?		
		Name and designation		SO - Admin I, SO - Admin II
		Telephone, fax and email ID		SO - Admin I, SO - Admin II
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]			SO - Admin I, SO - Admin II
				SO - Admin I, SO - Admin II
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	List of employees with Gross monthly remuneration		ACO (only pay level)
		System of compensation as provided in its regulations		DD (A) & ACO
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]			Admin I
		Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority		Admin I
		Address, telephone numbers and email ID of each designated official.		Admin I

1.11	No. Of employees against whom Disciplinary action has been proposed & taken (Section 4(2))	No. of employees against whom disciplinary action has been Pending for Minor penalty or major penalty proceedings Finalised for Minor penalty or major penalty proceedings	DD (A) (SO I & II) DD (A) (SO I & II)
1.12	Programmes to advance understanding of RTI (Section 26)	Educational programmes Efforts to encourage public authority to participate in these programmes Training of CPIO&APO Update & publish guidelines on RTI by the Public Authorities concerned	RTI cell RTI cell I/c Academic cell DD (A) DD (A)
1.13	Transfer policy and transfer orders [F No. 1&6&2011 - IR dt. 15.4.2013]		DD (A)

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks & Reference Points (Fully met & partially met & not met - Not applicable will be treated as fully met & partially met)	Information Provider Department
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	Total Budget for the public authority Budget for each agency and plan & programmes Proposed expenditures Revised budget for each agency, if any Report on disbursements made and place where the related reports are available	ACO ACO ACO ACO ACO	ACO ACO ACO ACO ACO
2.2	Foreign and	Budget		ACO

	domestic tours (F.No. 1&8&2012-IR dt. 1.9.2012)	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. Places visited The period of visit The number of members in the official delegation Expenditure on the visit		I/c- Academics , Dean & ACO
		Information related to procurements Notice&tender enquires, and corrigenda if any thereon, Details of the bids awarded comprising the names of the suppliers of goods& services being procured, The works contracts concluded – in any such combination of the above- and The rate & rates and the total amount at which such procurement or works contract is to be executed.		Stores, WMO & CHI
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	Name of the programme of activity		ACO
		Objective of the programme		RBM,HODs & ACO
		Procedure to avail benefits	ACO	ACO
		Duration of the programme& scheme		WMO & ACO
		Physical and financial targets of the programme		ACO
		Nature& scale of subsidy & amount allotted		ACO
		Eligibility criteria for grant of subsidy		ACO
2.4	Discretionary and non-discretionary grants [F. No. 1&6&2011-IR dt. 15.04.2013]	Details of beneficiaries of subsidy programme (number, profile etc)		ACO
		Discretionary and non-discretionary grants& allocations to State Govt.& NGOs&other institutions		ACO
		Annual accounts of all legal entities who are provided grants by public authorities	ACO,	ACO & I/c Projects
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	Concessions, permits or authorizations granted by public authority		ACO
		For each concessions, permit or authorization granted Eligibility criteria Procedure for getting the concession& grant and& or permits of authorizations Name and address of the recipients given concessions& permits or authorisations Date of award of concessions & permits of authorizations		RBM, I/c Academics, Dean & DLC
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have		PAC & I/c Academics

	in such form and manner which is easily accessible to the public [Section 4(3)]			
3.4	Form of accessibility of information manual& handbook [Section 4(1)(b)]	Information manual&handbook available in Electronic format		HODs, Project Heads, Dean, NCD, NCCVMRC, CHI & NTAIGI
3.5	Whether information manual& handbook available free of cost or not [Section 4(1)(b)]	Printed format		NHP LINK
		List of materials available Free of cost		RBM & Communication
		At a reasonable cost of the medium		RBM & Communication

4. E.Governance

S. No.	Item	Details of disclosure	Remarks& Reference Points (Fully met&partially met& not met- Not applicable will be treated as fully met&partially met)	Information Provider Department
4.1	Language in which Information Manual&Handbook Available [F No. 1&6&2011-IR dt. 15.4.2013]	English Vernacular& Local Language		DD (A) & I/c Computer Centre DD (A) & Ic Computer Centre
4.2	When was the information Manual&Handbook last updated? [F No. 1&6&2011-IR dt 15.4.2013]	Last date of Annual updating		
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	Details of information available in electronic form Name& title of the document&record& other information Location where available		NDC & Computer Centre
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	Name & location of the faculty		
		Details of information made available		
		Working hours of the facility		
4.5	Such other information as may be prescribed under section 4(i)	Contact person & contact details (Phone, fax email)		
		Grievance redressal mechanism		
		Details of applications received under RTI and		
				Project Cell RTI Cell

4.6	Receipt & Disposal of RTI applications & appeals [F.No 1&6&2011-IR dt. 15.04.2013]	information provided		
		List of completed schemes & projects & Programmes		
		List of schemes & projects & programme underway		
		Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract		
		Annual Report		Academic
		Frequently Asked Question (FAQs)		
		Any other information such as		RBM
		Citizen's Charter		CH. MCTFC (RBM Head)
		Result Framework Document (RFD)		RBM
		Six monthly reports on the Performance against the benchmarks set in the Citizen's Charter		
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of applications received and disposed		RTI Cell
		Details of appeals received and orders issued		RTI Cell, PIO
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given		

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks & Reference Points (Fully met & partially met & not met- Not applicable will be treated as fully met & partially met)	Information Provider Department
5.1	Such other information as may be prescribed [F.No. 1&2&2016-IR dt. 17.8.2016, F.No. 1&6&2011-IR dt. 15.4.2013]	Name & details of Current CPIOs & FAAs Earlier CPIO & FAAs from 1.1.2015		RTI Cell
		Details of third party audit of voluntary disclosure		Ongoing, RTI Cell
		Dates of audit carried out Report of the audit carried out		
		Appointment of Nodal Officers not below the rank of Joint Secretary & Additional HoD		SO Admin I & RTI Cell
		Date of appointment Name & Designation of the officers Consultancy committee of key stake holders for advice		SO Admin I

	on suo-motu disclosure	Dates from which constituted Name & Designation of the officers		
		Committee of PIOs & FAAs with rich experience in RTI to identify frequently sought information under RTI		SO - Admin I
		Dates from which constituted Name & Designation of the Officers		

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks & Reference Points (Fully met & partially met & not met - Not applicable will be treated as fully met & partially met)	Information Provider Department
6.1	Item & information disclosed so that public have minimum resort to use of RTI Act to obtain information			RTI Cell
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	Whether STQC certification obtained and its validity. Does the website show the certificate on the Website?		I/C Computer Center
